



SITE PLAN

FOR PRELIMINARY SITE PLAN
APPROVAL BY STAFF,
PLANNING COMMISSION OR
CITY COUNCIL
(This page may also be used as
site data sheet for permit
review)

Check if infill
site plan



City of Raleigh, NC
Development Plans Review Center

P. O. Box 590, Raleigh, N. C. 27602
One Exchange Plaza 3rd Floor
Telephone: (919) 516-2626 FAX: (919) 516-2684

Visit us at our web site:
www.raleighnc.gov/planning/dprc

Section A. SITE DATA SHEET

ALL PLANS REQUIRE THE FOLLOWING INFORMATION ON THE FRONT COVER OF THE DRAWING SETS:

DEVELOPMENT NAME: _____

PROPERTY ADDRESS: _____

WAKE CO. PROPERTY IDENTIFICATION # (PIN): _____

ZONING DISTRICT(S): _____ TOTAL SITE ACRES: _____ INSIDE CITY LIMITS: _____

If in a conditional use zoning district, place the complete list of zoning conditions on the front cover of the drawing set.

Per section 10-2132, summarize the reason(s) this plan requires Planning Commission (PC) or City Council (CC)

Preliminary Approval. _____

PROPOSED BUILDING USE: _____ EXISTING BUILDING(s) (sq. ft. gross): _____

PROPOSED BUILDING(s) (sq. ft. gross): _____

TOTAL EXISTING AND PROPOSED BUILDING(s) EXPANSION (sq. ft. gross): _____

PROPOSED BUILDING HEIGHT OR HEIGHT OF EACH BUILDING _____

OFF STREET PARKING: REQ'D: _____ PROVIDED: _____

HOTELS: # ROOMS: _____ **NUMBER OF DWELLING UNITS IF DEFINED AS EXTENDED STAY** _____

APT. / CONDO: # 1BR Units: _____ 2BR: _____ 3BR: _____ 4BR: _____

SHOPPING CENTER: # BUILDINGS _____ # LOTS _____

CLIENT (Owner or Developer):

Name(s) _____

Address: _____

Telephone: _____ FAX: _____ ZIP _____

E-Mail Address: _____

CONSULTANT / PROJECT MANAGER (Person to act as staff contact for correspondence)

Name(s) _____

Address: _____

Telephone: _____ FAX: _____ ZIP _____

E-Mail Address: _____

Provide the following if applicable:

Board of Adjustment, rezoning, subdivision, or prior preliminary site plan or subdivision action:

YES _____ **NO** _____ If yes, list file number (SP-xx-00, Z-xx-00, A-xx-00, etc.) _____ and affix a list of conditions to the site plan itself.

OWNER'S SIGNATURE*: *In filing this plan as the property owner(s), I/we do hereby agree and firmly bind ourselves, my/our heirs, executors, administrators, successors and assigns jointly and severally to construct all improvements and make all dedications as shown on this proposed site plan as approved by the City.*

I hereby designate _____ to serve as my agent regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf and to represent me in any public meeting regarding this application.

Date: _____

Signed: _____

Printed Owner's
name _____

* SITE PLAN APPLICATIONS IN OFFICIALLY DESIGNATED CITY REDEVELOPMENT AREAS DO NOT REQUIRE OWNERS' SIGNATURES.

Section B. SUBMITTAL PROCESS AND CHECKLIST

- **PLANS MAY BE SUBMITTED IN THE DEVELOPMENT PLANS REVIEW CENTER, 3rd FLOOR, ONE EXCHANGE PLAZA, IN DOWNTOWN RALEIGH MON-FRI BY 3:00PM.**
 - **APPROXIMATELY 10-15 BUSINESS DAYS A PLANNER WILL FORWARD COMMENTS TO YOU BY FAX OR E-MAIL.**
 - **AFTER THE 1ST REVIEW COMMENTS ARE COMPLETE, THE COORDINATING PLANNER WILL SCHEDULE FOR REVIEW BY THE APPEARANCE COMMISSION'S DEVELOPMENT REVIEW COMMITTEE WHERE YOU WILL BE RESPONSIBLE FOR ATTENDING AND PRESENTING YOUR PROJECT.**
 - **ONCE THE PLANNER IS CONFIDENT THAT YOUR PLANS ARE READY FOR PC OR CC YOU WILL BE ASSIGNED A HEARING DATE. YOU WILL BE RESPONSIBLE FOR NOTIFYING ADJACENT PROPERTY OWNERS AT LEAST TWO WEEKS PRIOR TO YOUR HEARING DATE.**
 - **ONCE ALL ISSUES ARE ADDRESSED FROM PC OR CC, WE WILL ISSUE AN APPROVAL LETTER THAT WILL EXPLAIN ANY CONDITIONS OF APPROVAL.**
 - **UPON SATISFACTION OF THESE CONDITIONS, FINAL BUILDING AND CONSTRUCTION DRAWINGS MAY BE SUBMITTED FOR PERMIT.**
-

PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF). Please check the list below carefully before you submit:

- ☐ **FILING FEE FOR PRELIMINARY PLANS.**
- Checks may be made out to the City of Raleigh.
 - Payments may be made by cash, check, Visa or Master Card.

Fees effective July 1, 2008

| | |
|------------------------------------|------------|
| Properties less than 2 acres - | \$257.00 |
| Properties between 2 and 4 acres - | \$771.00 |
| Properties greater than 4 acres - | \$1,542.00 |

Submittal fee covers 2 review cycles and file closeout.

Additional fee equal to the cost of your original submittal fee is required for every single subsequent review after two reviews.

- ☐ **THIS APPLICATION FORM** completed (Section A) and signed by the **property owner** (agent cannot sign for owner).
- ☐ USING "IMAPS", PLEASE SUBMIT A **HIGHLIGHTED** COPY OF YOUR PARCEL WITH YOUR PIN (PARCEL IDENTIFICATION NUMBER) AND A MOST RECENT AERIAL PHOTO OF THE PARCEL.
- ☐ FOR ALL **PRELIMINARY PLANS: TEN SETS OF PROPOSED PLANS.** Maximum sheet size shall be 30" x 42". Plans must be to engineering scale (1" = 20', 1" = 100', etc.). Preliminary plans do not need an engineer's, surveyor's or landscape architect's seal. See Section C of this application for data to be included on preliminary plans.
- ☐ **COPIES OF PREVIOUS BOARD OF ADJUSTMENT ACTION, SPECIAL USE PERMIT OR CERTIFICATE OF APPROPRIATENESS** (if applicable).
- ☐ **NEW !** A DIGITAL COPY OF ONLY THE SITE PLAN AND ELEVATIONS.

The purpose of this image is to illustrate the basic character of the preliminary plan. It should contain only such basic information as: building outline, landscaping, parking and drives, stormwater facilities, lot boundary. The digital image should be provided in the form of **pdf** on a CD or 3 ½" floppy disk. If the plan was not digitally created, provide an 8 ½" x 11" reduction of the plan.

Label the CD or floppy disk with the plan name, case file number, and indicate how many times the plan has been resubmitted for review.

NOTE!!! A FINAL DIGITAL OR REDUCED COPY OF THE PLAN IS TO BE SUBMITTED TO THE COORDINATING PLANNER ONCE ALL STAFF REVIEW COMMENTS HAVE BEEN APPROVED. It should contain only such basic information as: building outline, landscaping, parking and drives, stormwater facilities, lot boundary. The digital image should be saved in any of the following formats, listed in order of preference: **.jpg, .gif, .pdf**, either on a CD or 3 ½" disk. If the plan was not digitally created, provide an 8 ½" x 11" reduction of the plan.

Section C. DATA TO BE SHOWN ON PLANS

PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF). Please check the list below carefully before you submit

☐ (a) Sheet size.

The preliminary site plan shall be drawn on one of three (3) standard sheet sizes. These are:

- eighteen (18) by twenty-four (24) inches;
- twenty-four (24) by thirty-six (36) inches;
- thirty (30) by forty-two (42) inches;

☐ (b) Key Information.

- (1) A vicinity sketch or key map at a scale of not more than one thousand (1000) feet to the inch, showing the position of the subdivision with its relation to surrounding streets and properties, and oriented in the same direction as the remainder of the preliminary subdivision plan;
- (2) True north arrow, with north being at the top of the map;
- (3) Scale of the map using engineer's scale (1"=10', 1"=50', etc.) and date of preparation, including all revision dates;

☐ (c) Summary Information

- (1) Project address, PIN number, subdivision name, phase and recorded lot number.
- (2) Zoning districts, overlay district designation, and copy of conditional use ordinance, if applicable.
- (3) Total amount of acreage within the project boundaries.
- (4) Dwelling and/or rooming unit calculations, and calculations for project density and density transfers.
- (5) Building uses and size, both existing and proposed, with calculations for building lot coverage, floor area ratio, and the number of stories in square feet per floor.
- (6) Off street parking calculations, and basis for determination.
- (7) Cumulative expansion calculations, both for gross building square footage and /or vehicular surface area, since 1/1/87.
- (8) Existing easements, including width dimensions and book and page numbers.
- (9) The name of the development, name of the owner and agent, name, address and telephone number and fax number of the designer who prepared the plan;
- (10) All information included in Section A. of this application. (Owner's signature not required on plans);

☐ (d) Building, Structure and Outdoor Use Information

- (1) Building elevations that show maximum height from natural and finished grade, buildings to be removed, and the specific requirements of the Unity of Development statement for an applicable project.
- (2) Site plan with all outdoor uses proposed, including but not limited to accessory uses or structures, storage, water and wastewater facilities, cemeteries.
- (3) Location of refuse, service, loading, utility service areas, and display areas.
- (4) Show all private utilities that serve a project shall be underground and originate from pad mounted or subterranean distribution points located off the public right of way per City of Raleigh Ordinance 10-3059.

☐ (e) Parking, Vehicular and Pedestrian Access

- (1) Existing street names, together with state road numbers if applicable;.

- (2) General horizontal alignment of existing and proposed streets and thoroughfares, showing centerline min. radii, pavement width, surface materials, curb and gutter, ditches and shoulder widths;
- (3) Existing and proposed sidewalks, on both public streets and within site;
- (4) Cross-sections of typical proposed street widening;
- (5) Dimensions of medians, median openings, curb radii;
- (6) Vertical alignment of streets only when deemed necessary by the Transportation Director to properly determine the safety of proposed streets or driveways;
- (7) Driveway and access point locations, existing and proposed, with type, curb radii, dimensions, joint use and directional flow. For proposed driveways and access points, show the location of all: property lines, existing utility service areas, drainage devices, traffic signal control boxes, sewer clean-outs, fire hydrants, meter vaults, utility poles, street lights, catch basins or similar objects within seventeen (17) feet of the proposed centerline of the driveway for residential driveways and within twenty-three (23) feet of the proposed centerline of all other driveways;
- (8) Opposing driveways across public rights-of-way;
- (9) Existing and proposed right-of-way and slope easement dimensions;
- (10) Sight triangles as set forth in §10-2086, including any structures within them, such as existing signs;
- (11) Any rights-of-way proposed to be closed;
- (12) Proposed private streets, dimensions and curb treatments;
- (13) Existing and proposed parking areas, bay dimensions, aisle dimensions and summary of required and provided parking.
- (14) Cross section and diagram of each floor of a parking structure.
- (15) Location of any off site parking.
- (16) Vehicular stacking space areas.

☐ **(f) Open Space and Landscaping**

- (1) Calculations for open space requirements shown in tabular form, and open space shown in plan view.
- (2) Open Space Type Indication of whether open space is to be calculated based on tree preservation or new tree plantings in accordance with Sec. 10-2103(d). An existing tree survey is required if the open space acreage is based on tree preservation.
- (3) Location of any Lakes or Ponds to be used for landscape reduction in accordance with Sec. 10-2103(d)(1)c.
- (4) Landscape plans showing requirements of City Code Chapter 10, Section 10-2082 and 10-2103(d).
- (5) Description of vegetation to be retained and removed in areas of both voluntary and mandatory preservation.
- (6) Identify all protected areas, including but not limited to Conservation Management Districts, natural resource buffer yards, Resource Management Districts and street buffer yards located along Type B Residential Thoroughfares designated in the Comprehensive Plan.
- (7) Natural resource buffer yards and impervious surface coverage in Reservoir Watershed Protection and Metro-Park Overlay Districts. Identify all drainage structures or velocity control devices in all protected and buffer areas.
- (8) Any alternate design request must include, at a minimum, lighting, signage, landscape fenestration and fencing details.
- (9) Location of trees which are designated an historic property, or champion trees designated either on the "National Big Trees List" or the "Champion Big Trees of North Carolina" list as compiled by the North Carolina Division of Forest Resources;

☐ **(g) Stormwater and Floodprone Area Information.**

- (1) Existing and proposed contours of intervals at five (5) feet or less, referred to sea level datum;
- (2) Drainage swales, ditches channels, watercourses, and direction of flow;
- (3) Impoundment or retention / detention structures for stormwater, if required;
- (4) Preliminary two and ten year stormwater runoff quantities entering and leaving the site at each discharge point
- (5) Location of discharge points, velocity dissipation measures;
- (6) Location of existing and proposed storm sewer and inlet structures and culverts;
- (7) Floodway and floodway fringe areas, flood hazard soil boundaries, flood storage area easements, and regulatory flood protection elevations; indicating source of information;
- (8) Summary of Water Quality/Quantity calculations on sheet with a separate more detailed calculation packet included.

☐ **(h) Public Utility Information.**

- (1) Existing and proposed sanitary sewers, manholes, clean-outs, water lines, stubs, fire hydrants, fire lines, valves, backflow prevention devices showing make and model, meters, with pipe sizes and locations indicated as applicable;
- (2) Profiles of sanitary sewer lines only if required by the Public Utilities Director to properly determine the feasibility of a proposed system;
- (3) Well and septic tank locations, community septic system facilities where applicable;
- (4) Force mains, pump stations if applicable;

☐ **(i) Special Information.**

- (1) In all Special Highway Overlay Districts, protective yard areas along major access corridors and principal arterials, and distance from interchange if along a side street;

- (2) In Reservoir Watershed Protection Areas, watercourse buffer areas as required in §10-3059(b), square foot amount of existing and proposed impervious surface area per lot, estimated amount of impervious surface area of proposed public and private streets and public improvements, the location of and areas served by facilities used to retain the first one-half (1/2) inch of storm water as required in §10-3052(a), the allocation of impervious surface limitations to lots;
- (3) In Metro Park Protection Overlay Districts, watercourse buffer areas, impervious surface calculations, tree inventory if impervious surface area exceeds 30%, park buffer yards;
- (4) Any other information that may be requested by the reviewing authority.

☐ (k) **Tree Conservation Plan, if applicable, (Refer to TC-07-04 Tree Conservation Ordinance) (NEW).**

- (1) (Sheet 1) Requires a separate Tree Conservation Map with all proposed tree conservation areas(TCA's), see Section 10-2082.14);
- (2) Label Primary and Secondary Tree Conservation Areas utilizing the "Standardized Designation For Tree Conservation Areas" list.
- (3) (Sheet 2) Show existing and proposed grades, combining an accurate location of tree protection fence, also show acreage calculations of tree conservation areas as listed in Tree Conservation Data Sheet.
- (4) Completed Tree Conservation Data Sheet;
- (5) (Sheet(s) 3+) For the Secondary Tree Conservation Areas include the following;
 - a. Photo panoramic panel of proposed secondary TCA's. Each photo to represent 50 linear feet of tree conservation area. Include **(2 copies)**.
 - b. Certified tree cover report with description of each 50' of TCA. **(2 copies)**.
 - c. Most recent aerial photo.

☐ (l) **Below, provide a description of how your plan conforms to the guidelines of the Comprehensive Plan, including information such as Planning District, Small Area Plan, Corridor Plan, oversized focus area, PBOD, focus area and recommended use)s for the property. (NEW)**
